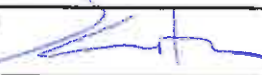
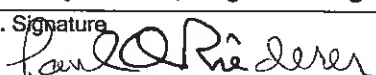



25-2210-13, P003

P003

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Denver, Colorado		2. POSITION NUMBER 00041172	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Clarify This Position JFS for Administrative Work in the Information Technology Group, GS-2210					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	IT Specialist (OS/NETWORK)	GS	2210	13	100
4. SUPERVISOR'S RECOMMENDATION	IT Specialist (OS/NETWORK)	GS	2210	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Novell and Systems Windows Administrator		6. NAME OF EMPLOYEE BARKER			
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		e.			
b. Office of Technical and Management Services		f.			
c. Information Management Program		g.			
d. Computer Systems Technical Support Unit		h. EPAYS Organization Code 90844200			
8. SUPERVISORY/MANAGERIAL DESIGNATION ___ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. ___ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. ___ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. ___ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. ___ [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such status or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Paula J. Smith, Unit Director		d. Typed Name and Title of Second-Level Supervisor Paul Q. Riederer, Program Manager			
b. Signature 		c. Date 10/8/04	e. Signature 		f. Date 10/8/04
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code N/A	
d. Bargaining Unit Code 0011	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature 		g. Date 10/13/04
1. REMARKS (none)					

Novell and Windows Administrator
GS-2210-13
(Operating Systems/Network Services)

INTRODUCTION

This position is located in the Technical and Management Services Division, Information Systems Program, Technical Services Unit. The Program is responsible for providing regional support of information systems, LAN/WAN, telecommunications, desktop hardware and software, email, information security, internet/intranet development and electronic forms development. This position serves as Regional Senior LAN Administrator serves as lead expert for Novell-Netware systems administration and as back-up for Windows systems administration for the region. This position requires expertise in Local Area Networks, Novell-Netware and Windows operating systems, IT security requirements and Ethernet topology.

DUTIES AND RESPONSIBILITIES

NETWARE/WINDOWS OPERATING SYSTEM ADMINISTRATION **40%**

Serves as regional expert for the administration and deployment of Novell-Netware operating system and servers. As such, is ultimately responsible for Netware server administration including Netware Directory Services; rights and roles and security administration; cluster operations; server availability, maintenance, upgrades and migrations; ID creation and re-certification; resource management; troubleshooting; and new server builds and configurations. Responsible for Netware Backup Administration and NDS Replica Administration. Is also responsible for training, coordinating and transferring technology for the other Information Systems Program systems administrators and desktop support specialists. Serves as COOP site Netware functional lead.

Serves as back-up for Windows operating system administration including: server administration; assuring server availability and maintenance; granting server permissions; upgrades to new operating systems versions and patches; and maintaining user accounts.

Runs, troubleshoots and builds capacity for Novell-Netware and Windows backups for servers and workstations. Provides backup availability and maintenance and is responsible for upgrades to backup software and hardware.

LAN/WAN ADMINISTRATION/MANAGEMENT **20%**

Designs, develops and maintains one or more Local Area Network (LAN) systems. Ensures that systems are designed, maintained and operated to meet local and national standards. Provides in-house technical expertise for the resolution of technical problems. Manages LAN resources.. Recommends installation of a new or modified LAN or LAN segments including communication lines, bridges, Storage Area Networks, computer hardware, and software. Prepares equipment specification, layouts, cost estimates, user training, and system documentation. Performs or

coordinates all hardware installations and cable expansions or new installations.

Serves as LAN/NDS Tree Administrator with responsibilities including LAN ID Creation; assigning (rights, applications); troubleshooting Netware Client; investigating and resolving intruder lockouts; creating objects in tree; remote control; and PC inventory. Serves as lead "identity management tree" administrator for interface with People Plus.

Serves as lead VABs administrator, the point at which the WAN becomes the LAN in the region and involves the integration of complex systems with multiple services over a moderately dispersed environment. Provides technical expertise need to implement Wide Area Network/Mainframe activities in accordance with EPA Office of Environmental Information (OEI) regulations, policies and directives. Responsible for monitoring, troubleshooting, and resolving system failures.

CONFIGURATION MANAGEMENT & SYSTEMS SECURITY

20%

Responsible for research, analysis and implementation of new equipment, software, and/or communications to ensure network compatibility. Evaluates specifications and features of new products, performing product comparisons, feasibility and cost benefit analyses, and performance and compatibility testing. Makes recommendations for future implementation to management. Instrumental in the design, testing, deployment and maintenance of new desktop images as related to the Netware operating system. Assists with Zenworks operation. Always employs use of change control systems to inform peers and to be cognizant of systems changes. Responsible for adhering to complete LAN/WAN system security, patch management and virus protection requirements, guidance and procedures. Assists in designing and running Bindview auditing reports to ensure compliance with Agency security standards. Helps Region 8 maintain a 90% or better security rating for Netware and Windows systems.

PROJECT MANAGEMENT AND LEADERSHIP

20%

Designs, implements and manages region-wide LAN-related projects with far-reaching impact. Directs teams of colleagues through completion of project providing project plans, guidance, and/or technical exchange as required. Working as team lead, delegates responsibility and follow-through. Ensures project completion, the right way, within budget and deadlines. Keeps TSU apprised of progress, problems, and where additional expertise or help is needed.

Performs other duties as assigned.

CLASSIFICATION FACTORS

1. KNOWLEDGE REQUIRED BY THE JOB (Level 1-8, 1550 points)

Mastery of principles, concepts, methods, and practices and skills required for operating network systems, specifically Novell NetWare and Windows including LAN topology, hardware, software and communications design, operation and maintenance. Ability to design and troubleshoot Ethernet networks. Requires a minimum of five years experience in local area/wide area (LAN/WAN) networks. Considered regional expert in the administration of Novell-Netware operating systems.

Maintains detailed knowledge and skill in the planning, design and technical support of a large multi-server, multi-node (900+ workstations) local area/wide area (LAN/WAN) Novell NetWare and Windows network operating systems also drawing on extensive TCP/IP and Unix experience.

Knowledge of personal computer hardware, peripherals, and software sufficient to make problem diagnosis and provide user support in a wide variety of areas.

Evaluates technical suitability of new software and hardware and provides guidance and recommendations to the team where no technical guidance exists.

Mastery of system software and operating systems (e.g., Novell and Windows server/desktop operating systems, Notes, Microsoft Office 2003 Suite etc.), and systems development life cycles (including systems documentation, design development, configuration management, cost analysis, data administration, systems integration, and/or testing) to analyze the hardware, software and/or security requirements of a computer system and determining the best development and/or programming approach.

Knowledge of technical system design and data management and/or maintenance principles and techniques to evaluate alternative approaches in recommending solutions to problems associated with database management, computer system design, LAN administration, and back-ups.

2. SUPERVISORY CONTROL (Level 2- 5, 650 points)

Works under the administrative direction of the Director, Technical Services Unit, providing only the broad parameters, goals and objectives an assignment while the incumbent, as a senior analyst, independently plans and carries out the work, coordinating with others, and resolving problems as they occur. Supervisor relies on incumbent to recommend resources required for proper system administration and enhancement, balancing short and long term priorities for program implementation. Results are considered technically sound and are usually accepted without significant change. Work is typically deemed technically authoritative in the Netware environment, and very seldom challenged on the national and/or regional front. The supervisor is kept informed of issues which may result in delays or complications. If needed, work is reviewed for adherence

with strategic direction for Region 8 information technology (IT).

3. GUIDELINES (Level 3-4, 450 points)

Guidelines include agency IT LAN/WAN and security standards as well as a wide variety of technical instructions, operating requirements and unwritten procedures. Policies and precedents provide guidance which is general in nature with little specificity regarding the approach to be followed in accomplishing the work. Performance of the assigned studies, design projects, equipment or system software evaluations usually requires deviating from traditional methods or researching trends and patterns to develop improved methods or formulate criteria. The employee uses initiative and resourcefulness in researching and implementing state-of-the-art techniques and technologies in order to develop new and improved methods to cope with particular projects.

Substantial skill and innovative technique is required for gathering sufficient data from client groups, devising system designs, adapting techniques, developing program specifications and detailed logic, and scheduling upgrade, clean-up and backup milestones.

4. COMPLEXITY (Level 4-5, 325 points)

The work involves responsibility for the oversight, control, design, maintenance and troubleshooting of a major LAN supporting critical agency operations. Work is complicated by the technical complexity of LAN technology, the in-depth analyses required of a wide variety of software, and equipment and communication factors. The work requires consideration of considerable data. The level of difficulty is typified by developing and implementing specifications for (a) major modifications to existing systems, or (b) new systems where no precedents exist in building these approaches.

Incumbent serves as lead for Netware Administration requiring decision-making amidst the conflicting priorities of numerous organizations. Issues to be resolved constitute considerable departure from established practices. Work includes consulting with other Agency senior administrators to devise measurement and evaluation criteria for the overall functioning of this program, regionally. Server and backup "health" must be continually assessed and recommendations made for proper regional management of data. Incumbent must coordinate with numerous users across the region developing varied applications to ensure proper security, maintenance, design and access requirements are met. Design solutions must adhere to enterprise architecture design specifications, accommodate numerous variables, as well as keep pace with a rapidly changing IT environment.

5. SCOPE AND EFFECT (Level 5- 5, 325 points)

The work as Senior System Administrator for Netware operating systems involves analyzing a variety of problems, questions, and conditions associated with LAN administration, Netware and

Windows administration and backup including the selection, evaluation, implementation and support of all related computer system software and hardware. Position helps to evaluate the usefulness and effectiveness of methods, processes, hardware and software, many times without precedence. The work affects design and operation of nearly all regional computer systems and national Programs dependant on those systems.

The systems related work assures that national and local systems' tools and facilities function properly, that the systems and software tools which are the responsibility of the TSU are in top working condition and that users of these are trained to make maximal use of the system facilities.

The work also involves formulating projects and recommending system design criteria for proposed standard computer applications that affect over 800 regional users.

6. PERSONAL CONTACTS (Level 6-3, 60 points)

The position requires frequent contact with officials, managers and professionals from EPA Headquarters, other EPA Regions, State personnel, as well as top Agency IT personnel. Incumbent represents the Region as an authority on LAN systems, generally and Netware and Windows systems administration, specifically. Contacts are with high ranking representatives from outside the Agency including key officials and top level IT personnel of other agencies, state and local governments, and private industry.

7. PURPOSE OF CONTACTS (Level 7-3, 120 Points)

The general purpose of contacts is to (a) influence others to utilize particular technical methods and procedures, or (b) to persuade others to cooperate in meeting objectives when there are problems in securing cooperation. More specifically, the purpose of the contacts is to negotiate, influence and interpret national policy and procedure, establish a national network of technical program contacts, and to coordinate and serve as interface among the VABs/NDS Administration Team, the Region 8 systems administrators and the Region 8 customers. Represents the Region as an authority on LAN and Netware systems. Contacts frequently involve translation of national policy into local implementation steps, building consensus and process steps or solutions that have no precedence, and setting regional priorities for deployment.

8. PHYSICAL DEMANDS (Level 8- 1, 5 points)

The work is sedentary.

9. WORK ENVIRONMENT (Level 9- 1, 5 points)

The work is usually performed in an office setting.

POSITION DESCRIPTION AMENDMENT

EMPLOYEE NAME Jack Barker	ORGANIZATION LOCATION OF POSITION Denver, CO		
POSITION TITLE IT Specialist (OS/NETWORK)	SERIES 2210	GRADE 13	POSITION NUMBER 00041172

To be added to currently assigned functions:

PRINT SERVER MANAGEMENT

- A. Manages the regions NDPS print servers and associated functions which include designing and implementing a regional printer distribution and replacement plan based on usage, repair/troubleshooting history, and Agency technology refresh rates. Monitors printers performance records to predict and prevent trouble. Develops and institutes a regional printer policy for types of printers, for whom, and configuration standards, including those standards necessary for the regions Environmental Management System. Serves as lead for printer maintenance and replacement.
- B. Serves as lead for design and implementation of an associate regional multi-scanner plan including procurement, configuration, and placement, troubleshooting, launching and maintaining multi-platform network printer/copier/fax/scanner machines into the regional fleet of printers.

CLASSIFIER'S SIGNATURE <i>Ramona Davis</i>	DATE 8/15/07	SUPERVISORS'S SIGNATURE <i>Carl Taylor</i>	DATE 8/13/07
--	------------------------	--	------------------------